



## Assistant Director, Utilities

**Department:** Utilities

**Class Code:** 6644

**EEO Code:** 21

**FLSA:** E

**Effective:** 01/08/1992

---

### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of unusual difficulty in managing and directing the Planning, Review, Construction, Support and Right of Way Divisions within the Chesterfield County Utilities Department; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Manages and directs the divisions of Planning, Review, Construction, Support and Right of Way; prepares and administers the division's budgets; establishes and implements division's policies and procedures; directs the activities of engineers engaged in preparing designs and plans for various utility projects; analyzes and compiles data to prepare budget estimates; selects consultant engineers to design water and sewer facilities; reviews developers construction plans; inspects construction projects; reviews developer zoning and development plans; negotiates contracts with developers and property owners; resolves differences between contractors and property owners regarding property restoration; reviews bids and recommends contract awards to the Board of Supervisors; directs the maintenance of right of way and as built records; furnishes information on the availability of water and sewer service to the general public, realtors, County departments and the Board of Supervisors; makes personnel decisions regarding employee selection, dismissal, discipline and promotion; prepares reports and compiles information on topics such as sewer treatment plant expansion; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Comprehensive knowledge of the design, construction and maintenance of utility systems; of departmental policies and procedures; of State and Federal regulations pertaining to utility systems; considerable knowledge of utility rate structure; of records management systems; of managerial techniques and principles; of personnel management; of public administration. Considerable skill in management; in contract negotiation; in resolving conflicts between the utility system and property owners; in making personnel decisions; in preparing reports.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a bachelor's degree in civil or environmental engineering or a related field and six years of management experience in the field of civil or environmental engineering; or an equivalent combination of training and experience. Registration as a professional engineer in the State of Virginia is desired.

### **ADDITIONAL REQUIREMENTS:**

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
---